

## How to Change Your Address

Go to <http://www.dcjs.virginia.gov/rocs/Login.aspx>.

You must have first registered in the system before you can login. If you have not registered, please see instructions on “how to register.”

The screenshot shows the login page for the DCJS Regulatory On-Line Credentialing System (ROCS). At the top, a banner reads "Improving and promoting public safety in the Commonwealth". On the left, a "Menu" box contains two links: "Register a Person" and "Register a Business". The main heading is "Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)". Below this, a paragraph explains that users must register with the e-Government site and provides instructions for existing users (enter username and password, click "login button") and new users (read the list below, choose an option). A bulleted list provides specific instructions for applying for or renewing professional and business/licenses, including links to "here" and "register a person/business". At the bottom, there are input fields for "User Id:" and "Password:", followed by a "Login" button. A final line of text says "Click [here](#) if you have forgotten your password."

Menu

- Register a Person
- Register a Business

### Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).

User Id:

Password:

Login

Click [here](#) if you have forgotten your password.

Enter user id and password.

http://www.dcjs.virginia.gov/rocs/Login.aspx

File Edit View Favorites Tools Help

Google Search

Sign In

Menu

- Register a Person
- Register a Business

### Welcome to DCJS Regulatory On-Line Credentialing System (ROCS)

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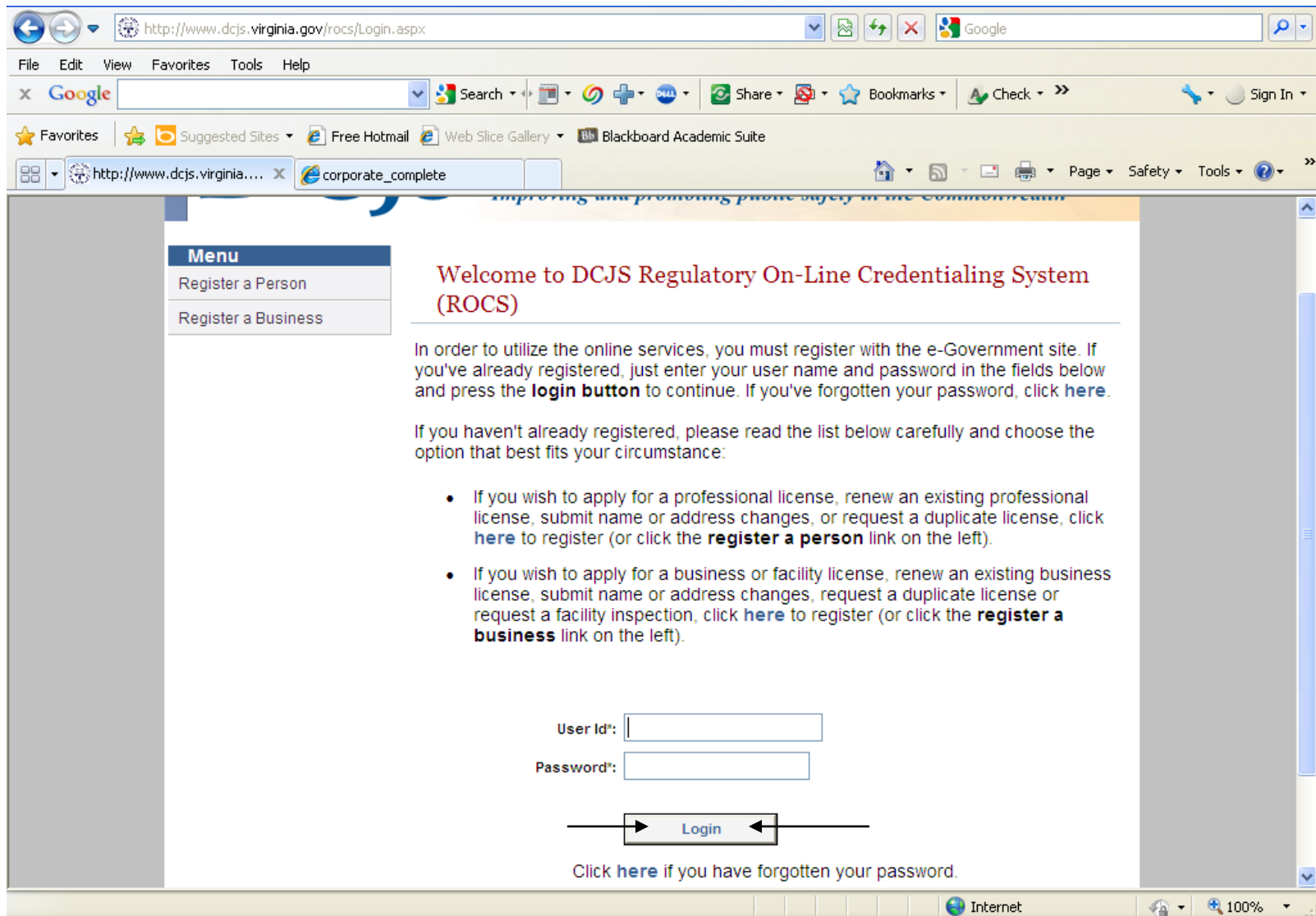
User Id:

Password\*:

Login

Click [here](#) if you have forgotten your password.

Then click "login" button.



When you have successfully logged in, you will see the licensing homepage with your name and address.

The screenshot shows a web browser window with the address bar displaying <http://www.dcjs.virginia.gov/rocs/Home.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, and bookmarks. The page content features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" with the tagline "Improving and promoting public safety in the Commonwealth". A left-hand menu lists options: Initial Application, Renew License, Duplicate License, Demographics Update, License Address Change, Manage Categories, Cart, and Logout. The main content area is titled "Licensing Home Page" and contains a paragraph explaining the license list and a link to obtain a DCJS ID. Below this, a section titled "Name" displays the user's profile information: Name: Example Profile, Address: 123 Street Road, Richmond, VA 23235, and Phone: 1234567890. A section titled "Licenses" shows a message: "No license". The browser's status bar at the bottom indicates "Done" and "Internet" connectivity.

http://www.dcjs.virginia.gov/rocs/Home.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcjs.virginia.gov/rocs/Home.aspx corporate\_complete

Page Safety Tools

**DCJS** VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
*Improving and promoting public safety in the Commonwealth*

**Menu**

- Initial Application
- Renew License
- Duplicate License
- Demographics Update
- License Address Change
- Manage Categories
- Cart
- Logout

**Licensing Home Page**

The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left.

- Please click [here](#) to obtain your DCJS ID.

**Name**

Name: Example Profile Address: 123 Street Road  
Richmond, VA 23235  
Phone: 1234567890

**Licenses**

No license

Done Internet 100%

**IMPORTANT: click “demographics update” button on left menu. “License address change” is for businesses and schools only!**

http://www.dcs.virginia.gov/rocs/Home.aspx

File Edit View Favorites Tools Help

Google Search

Share Bookmarks Check Sign In

Favorites Suggested Sites Free Hotmail Web Slice Gallery Blackboard Academic Suite

http://www.dcs.virginia.gov/rocs/Home.aspx corporate\_complete

Page Safety Tools

# DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

*Improving and promoting public safety in the Commonwealth*

## Menu

- Initial Application
- Renew License
- Duplicate License
- Demographics Update
- License Address Change
- Manage Categories
- Cart
- Logout

## Licensing Home Page

The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left.

- Please click [here](#) to obtain your DCJS ID.

### Name

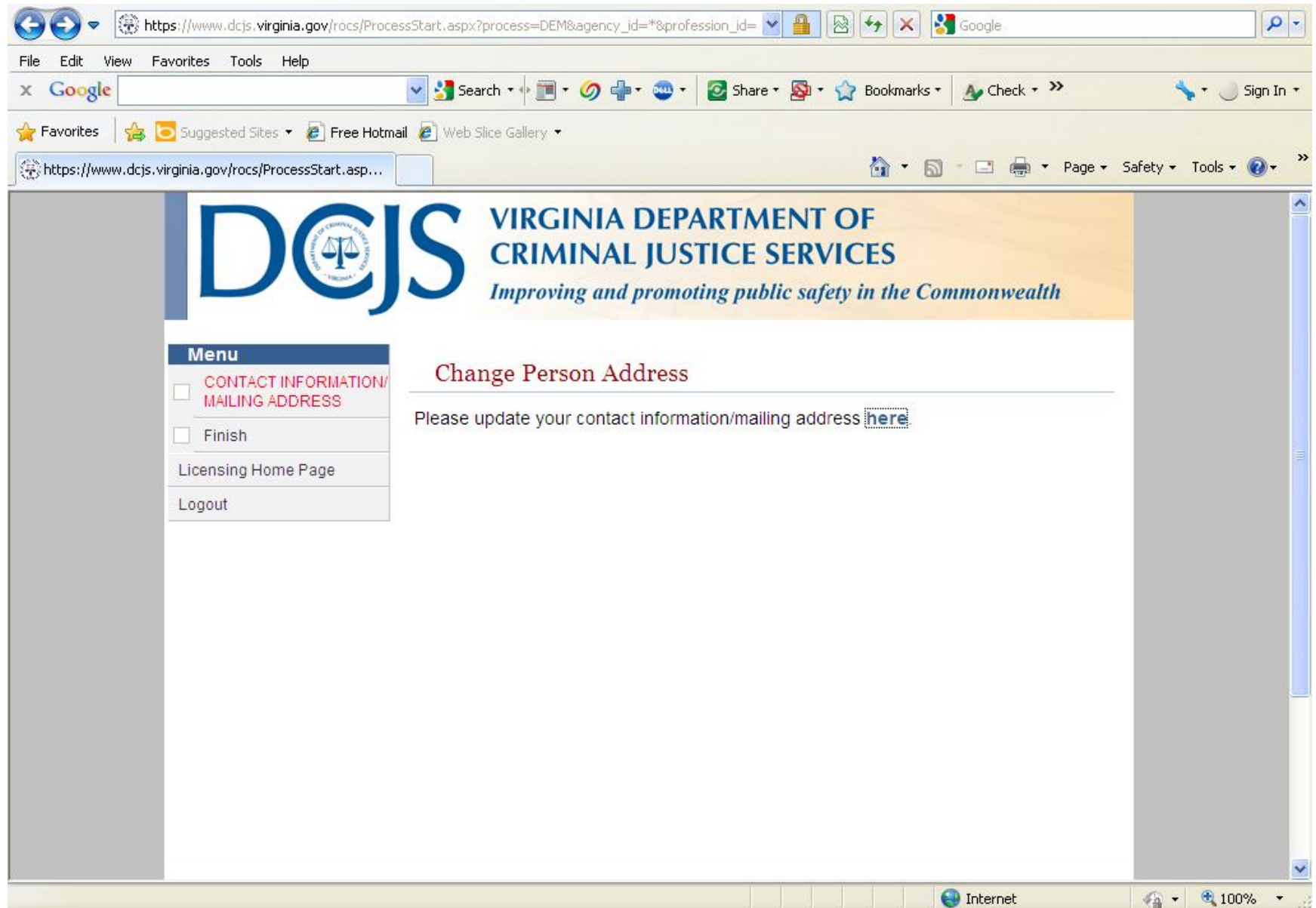
Name:	Example Profile	Address:	123 Street Road Richmond, VA 23235
Phone:			1234567890

### Licenses

No license

Done Internet 100%

You will then see this page:



Click “here.”

The screenshot shows a web browser window displaying the Virginia Department of Criminal Justice Services (DCJS) website. The browser's address bar shows the URL: [https://www.dcss.virginia.gov/rocs/ProcessStart.aspx?process=DEM&agency\\_id=\\*%&profession\\_id=](https://www.dcss.virginia.gov/rocs/ProcessStart.aspx?process=DEM&agency_id=*%&profession_id=). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a Google search bar, a Search button, and various icons for sharing, bookmarks, and checking. The browser's status bar shows the Internet icon and a 100% zoom level.

The website header features the DCJS logo and the text: **VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES** and *Improving and promoting public safety in the Commonwealth*.

The left sidebar contains a **Menu** section with the following items:

- ☐ CONTACT INFORMATION/MAILING ADDRESS
- ☐ Finish
- Licensing Home Page
- Logout

The main content area displays the heading **Change Person Address** and the text: Please update your contact information/mailling address [here](#). Two arrows point to the word "here", indicating it is a clickable link.



Click “edit.”

The screenshot shows a web browser window displaying the Virginia Department of Criminal Justice Services (DCJS) website. The address bar shows the URL: <https://www.dcss.virginia.gov/rocs/Demographics.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar includes a Google search bar, Search, Share, Bookmarks, and Check. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left sidebar contains a "Menu" with links: Contact Information/Mailing Address, Finish, Licensing Home Page, and Logout. The main content area is titled "Personal Address Information" and contains the text: "This page displays the address associated with the person record. Press the **edit button** to edit this address. If no changes are necessary, press the **complete button** to mark this step complete." Below this text, the form displays: "Full Name: Fay K Profile", "Line 1\*: 123 Street Road", "Richmond, VA 23235", "Phone\*: 5555555555", and "Email:". At the bottom of the form are two buttons: "Edit" and "Complete". An arrow points to the "Edit" button. The browser's status bar at the bottom shows "Internet" and "100%".

Menu

- ☐ Contact Information/Mailing Address
- ☐ Finish
- Licensing Home Page
- Logout

**Personal Address Information**

This page displays the address associated with the person record. Press the **edit button** to edit this address. If no changes are necessary, press the **complete button** to mark this step complete.

Full Name: Fay K Profile

Line 1\*: 123 Street Road  
Richmond, VA 23235

Phone\*: 5555555555

Email:

[Edit](#) [Complete](#)



Scroll down to address section and change as necessary. Then click the “update” button.

The screenshot shows a web browser window with the URL <https://www.dcss.virginia.gov/rocs/DemographicsUpdate.aspx>. The browser's address bar and toolbar are visible at the top. The main content area contains a form with the following sections:

- Name Section:** Includes a text field for "Name Suffix:" with the example "ex. Sr. | Jr. | III", a dropdown menu for "personCitStatus" set to "Select", and a dropdown menu for "Home State:" set to "Select".
- Address Section:** Includes a dropdown menu for "Country:" set to "United States", a text field for "Line 1:" with the example "123 Street Road" and "ex. 123 Fourth St.", a text field for "Line 2:" with the example "ex. Apt. 100", a text field for "City:" set to "Richmond" with the instruction "Foreign Addresses: Enter city, region, postal code", a text field for "County:", a dropdown menu for "State:" set to "VA", and a text field for "ZipCode:" set to "23235" with the example "ex. 02705 or 027051234".
- Contact Information:** Includes a text field for "Phone:" set to "5555555555" with the example "ex. 3015551212", a text field for "Fax:" with the example "ex. 3015551212", and a text field for "Email:" with the example "ex. username@domain.com".
- Action:** A button labeled "Get City from Zip" is located next to the ZipCode field. At the bottom of the form, an "Update" button is highlighted with a double-headed arrow.

The footer of the page displays "© 2011 Virginia Department of Criminal Justice Services" and a partially visible "Con" button.

You will see this page with your updated address.

http://www.dcss.virginia.gov/rocs/Demographics.aspx

File Edit View Favorites Tools Help

Google Search

SearchResults

DCJS VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
Improving and promoting public safety in the Commonwealth

**Menu**

- ☒ Contact Information/ Mailing Address
- Licensing Home Page
- Logout

**Personal Address Information**

This page displays the address associated with the person record. Press the **edit button** to edit this address. If no changes are necessary, press the **complete button** to mark this step complete.

Full Name: Fay K Profile

Line 1\*: 321 Avenue Drive  
Bon Air, VA 23235

Phone\*: 5555555555

Email:

Edit Complete

Done Internet 100%

Click the “complete” button.

The screenshot shows a web browser window displaying the Virginia Department of Criminal Justice Services (DCJS) website. The address bar shows the URL <http://www.dcjs.virginia.gov/rocs/Demographics.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, share, bookmarks, and check. The page header features the DCJS logo and the text "VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES" and "Improving and promoting public safety in the Commonwealth". A left sidebar contains a "Menu" section with links: "Contact Information/ Mailing Address" (checked), "Licensing Home Page", and "Logout". The main content area is titled "Personal Address Information" and contains the following text: "This page displays the address associated with the person record. Press the **edit button** to edit this address. If no changes are necessary, press the **complete button** to mark this step complete." Below this text, the address information is displayed: "Full Name: Fay K Profile", "Line 1\*: 321 Avenue Drive", "Bon Air, VA 23235", "Phone\*: 5555555555", and "Email:". At the bottom of the form, there are two buttons: "Edit" and "Complete". A red arrow points to the "Complete" button. The browser's status bar at the bottom shows "Done" and "Internet".

It will take you back to the licensing homepage showing your new address.

The screenshot shows a web browser window with the address bar displaying `http://www.dcjs.virginia.gov/rocs/Home.aspx`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are search and navigation tools, including a Google search bar, a Search button, and links for Share, Bookmarks, Check, and Sign In. The browser's status bar at the bottom shows "Done" and "Internet".

The web page itself has a header with the text "Improving and promoting public safety in the Commonwealth". On the left side, there is a "Menu" section with the following links: Initial Application, Renew License, Duplicate License, Demographics Update, License Address Change, Manage Categories, Cart, and Logout.

The main content area is titled "Licensing Home Page". It contains a paragraph: "The list below displays all licenses currently held by you and all licenses currently being applied for. To renew a license, click the **renew license** link on the left."

Below this paragraph, there is a bullet point: "Please click [here](#) to obtain your DCJS ID."

The "Name" section displays the following information:

Name:	Fay K Profile	Address:	321 Avenue Drive Bon Air, VA 23235
		Phone:	5555555555

The "Licenses" section contains a table with the following data:

RE Registration	Cart
Profession: Private Security Services	License Number: Pending License Status: Pending
	Issue Date: Expiration Date: